

Announcement No.: SW-2006-22

MERIT PROMOTION

Opening Date: September 19, 2006

Vacancy Announcement

Closing Date: October 6, 2006

U.S. DEPARTMENT OF ENERGY
SOUTHWESTERN POWER ADMINISTRATION

OVERVIEW

POSITION:**SECRETARY (OFFICE AUTOMATION)
GS-318-06/07****SALARY RANGE:****GS-06: \$31,601 - \$41,080
GS-07: \$35,116 - \$45,648****ORGANIZATION LOCATION:****Office of Corporate Services****DUTY LOCATION:****Tulsa, OK****PROMOTION POTENTIAL:****Full performance level is GS-07.****WHO MAY APPLY:**

Federal status candidates WITHIN THE LOCAL COMMUTING AREA. (Status candidates are current career or career-conditional employees of the Federal Government.) This position is advertised under two announcements, **SW-2006-22** and **DEU-SW-2006-22**. If you are a current federal employee, or if you are eligible for reinstatement, or if you are eligible under a special appointing authority such as veterans' preference, you may apply under both announcements and receive dual consideration. If you do not meet these conditions, you must apply under **DEU-SW-2006-22 only**. This is a permanent, full-time position.

GENERAL INFORMATION ABOUT SOUTHWESTERN POWER ADMINISTRATION:

Southwestern Power Administration (Southwestern), U.S. Department of Energy, was created in 1943 to market power and energy produced at the U.S. Army Corps of Engineers hydroelectric power projects. That electricity is provided to rural electric cooperatives and municipalities in a six-state area: Arkansas, Kansas, Louisiana, Missouri, Oklahoma, and Texas. Southwestern is responsible for repaying the U.S. Treasury for all costs associated with the production and marketing of hydroelectric power. By generating hydroelectric power at 24 Federal multi-purpose water resource projects (dams), the projects have, for more than 60 years, helped to supply electricity to cities, towns, and rural areas. Southwestern maintains 1,380 miles of high-voltage transmission lines, 24 substations, and 46 microwave towers. Seventeen of the 24 generating plants are scheduled directly by Southwestern.

Southwestern offers employees the standard Federal benefit packages along with performance awards, AIM awards (for meeting corporate goals), peer recognition program, a mentoring program, alternative work schedules, employee assistance programs, and training. For more information about Southwestern, visit our Internet web site at: www.swpa.gov.

APPLICANT CERTIFICATION:

Before appointment, applicant will be required to certify that all information contained on or attached to his/her application is complete, true, accurate, and made in good faith, as well as, provide other suitability information. This certification will be made with the understanding that the information may be investigated, and false or fraudulent information on the application may be grounds for not hiring you, for firing you after you begin work, or be punishable by fine or imprisonment.

DUTIES

Administrative support duties for the Office of Corporate Services include the following:

- Receiving all visitors and phone calls to the Assistant Administrator.
- Exercising exclusive control over the Assistant Administrator's appointment calendar and activities scheduled, has complete authority to commit, establish, or refuse appointment or scheduled activities of the Assistant Administrator.
- Reading directives and instructional material pertaining to administrative practices and clerical procedures in order to be aware of new, revised, or amended procedures.
- Typing narrative and tabular material from verbal or written instructions, rough draft, or revised typed draft, utilizing Microsoft office products such as Microsoft Word, Excel, Power Point, etc. Composing correspondence on own initiative, based on a knowledge of the Assistant Administrator's views and desires, i.e., administrative matters, letters of acknowledgement, general office and agency policies, etc.; preparing regular and special reports such as time and attendance, leave, and monitoring the monthly Agency reading file.
- Designing, organizing, and maintaining filing systems.
- Functioning as timekeeper for the organization.
- Receiving incoming correspondence, screening material prior to distribution for suspense dates, establishing controls, and following up for the Assistant Administrator; reviewing outgoing correspondence, reports, etc., for format, grammar, and punctuation, and removing typographical errors.
- Serving as the travel coordinator for the Office of Corporate Services. Incumbent is responsible for providing all of the Corporate Services' travel needs such as air, car, and hotel reservations; travel authorizations; and travel vouchers through the Agency's e-travel service.
- Serving as the budget Point-of-Contact for the Office of Corporate Services; coordinating and assisting in the formation of projected budget funding requirements for the Office to ensure that adequate funding is available using the Oracle Financial System to assist in tracking budget status and in creating purchase requests, material receipts, and general information queries.
- Procuring requirements under \$2,500, such as equipment, training, and publications for the Office of Corporate Services with a Government Purchase Card.
- Assuming responsibility, during the Assistant Administrator's absence, for ensuring that requests for action, information, or other correspondence and documentation, which would normally receive the Assistant Administrator's attention, are relayed to the Acting Assistant Administrator.
- Serving as liaison between the Assistant Administrator and other Office personnel by providing accurate and timely advice on procedures, reports, requirements, and other matters necessary to implement the Assistant Administrator's policies, directives, and instructions.
- As confidential assistant, establishing and maintaining the Assistant Administrator's personal file of correspondence and documents concerning pending investigations, subordinate personnel, effectiveness reports, and similar subjects.
- Providing administrative support for the Divisions of Financial Management; Human Resources; and Acquisition and Facilities Services.

QUALIFICATIONS

The qualification requirements are generally addressed by the Office of Personnel Management's (OPM's) Qualifications Standards for General Schedule Positions, Group Coverage Qualifications Standards for Clerical and Administrative Support Positions, which can be found on the Internet at: <http://www.opm.gov/qualifications/SEC-IV/A/GS-CLER.HTM>. The qualifications are *highlighted* as follows:

Basic Requirements:

Applicants must have *specialized experience* equivalent to at least the next lower grade level (GS-05 for the GS-06 position and GS-06 for the GS-07 position). Equivalent combinations of education and experience are NOT qualifying; i.e., there is no substitute for the specialized experience requirement.

Specialized Experience:

Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of the position successfully and that is typically in, or related to, the work of the position to be filled is considered specialized. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Examples of specialized experience for this vacancy might be in the areas of word processing using Microsoft Word; accounting clerk; office assistance; receptionist; editor or proofreader. **Note:** Status applicants (current Federal employees) must meet qualifications and time-after competitive appointment requirements within 30 days of the closing of this announcement.

BASIS OF EVALUATION:

Applicants who meet the qualification requirements will be rated on the basis of relevant experience, education, related volunteer experience, training, job-related awards, and the ranking factors listed below. **To receive consideration, ALL applicants MUST address the set of ranking factors listed below on a supplemental sheet and include this as a part of their application package. Applications that do not include this supplemental address of the ranking factors will be considered incomplete and ineligible for consideration.** (See *Keys to Addressing Ranking Factors* on Page 4.)

For each of the five ranking factors below, please indicate your source of knowledge (information), how you have used this knowledge in the past (actions), and, where possible, describe the outcome of your actions (results).

- 1. ***Selective Factor:** Knowledge of, and ability to use, Microsoft Office applications (such as Word, Excel, and Outlook) and Oracle Financial System to perform word processing, maintain time and attendance records, prepare purchase requests and receiving reports, and utilize the Federal e-travel system.*
- 2. Ability to organize and plan activities of an office with subordinate areas to include scheduling of appointments, maintaining and responding to suspense action items, correctly completing assigned tasks within established timeframes, arranging meetings and travel plans, and independently noting and following up on commitments made at meetings and conferences by staff members.*
- 3. Ability to understand and independently utilize regulations, procedures, guidelines, and directives applicable to the job and from a variety of sources.*
- 4. Ability to accurately perform basic mathematical calculations in order to verify accuracy of calculations when proofreading, function as office timekeeper, and serve as budget point of contact.*
- 5. Knowledge of grammar, spelling, punctuation, and document formatting in order to prepare non-technical correspondence, to proofread documents, and to review outgoing correspondence of subordinate areas for procedural and grammatical.*

QUALIFICATIONS-Continued

***Selective Factor:** Specific qualifications which are absolutely required because a person cannot perform successfully in the position without such qualifications. A selective factor is part of the minimum requirements for a position, and applicants who do not meet a selective factor are **ineligible** for consideration.

***KEYS TO ADDRESSING THE RANKING FACTORS:**

In your address of the ranking factors above, our subject-matter experts (raters) are looking for clear, concise examples that show the level of accomplishment and degree of responsibility. Examiners and raters are not permitted to *infer* anything about your application, so be sure that your statements are specific and complete. ***Examples*** that show depth of knowledge, level of skill, degree of ability, and evidence of what you actually did and the results that were obtained are essential to ensure an appropriate rating of your application. Each ranking factor should be addressed individually with no more than two per sheet of paper. Applicants are encouraged to limit their response to each ranking factor to no more than one page. ***Remember, please indicate your source of knowledge (information), how you have used this knowledge in the past (actions), and, where possible, describe the outcome of your actions (results).***

SPECIFIC REQUIREMENTS/CONDITIONS OF EMPLOYMENT:

1. Applicants must be citizens of the United States (or owe allegiance to the United States).
2. Applicants must be at least 16 years of age to apply for this vacancy.
3. Public Law 103-356 requires direct deposit of Federal wage, salary, travel reimbursement, and retirement payments by electronic funds transfer from recipients.
4. Incumbent may be subject to travel.
5. **Background Investigation:** *This is a Non-Sensitive (Level 1) position that requires completion and favorable adjudication of a National Agency Check and Inquiries (NACI) (with fingerprinting) before appointment to this position. A comprehensive background investigation will commence upon effective date of hire and may take up to 9 months to adjudicate. Unsuccessful adjudication will result in the termination of employment. There is no provision for a waiver for this position.*
6. Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under the Selective Service Law.
7. **PROBATIONARY PERIOD:** If the applicant chosen for this position is NOT a current Federal employee with at least one year's service, a probationary period of the first 12 months of employment must be served. Current Federal employees of less than one year's service would be on probation until their one-year service anniversary. Probationary periods are utilized to determine the employee's fitness (work performance and conduct) for continued employment. A less than fully successful probationary period may result in termination of employment.

BENEFITS AND OTHER INFORMATION

Placement Assistance Programs:

Individuals entitled to priority consideration under the Interagency Career Transition Assistance Program (ICTAP) and/or Department of Energy's Career Transition Assistance Program **MUST** submit the documentation listed below with their application package:

1. RIF separation notice; a letter from OPM or your agency documenting your priority consideration status;
2. Current (last) performance appraisal rating of record (must be successful or equivalent—or better);
3. Narrative statement (GS positions) addressing the knowledge, skills, and ability factors listed under Qualification Requirements in this announcement; and
4. Documentation showing the promotion potential of the position from which you may be or have been separated. (Applicants are eligible for consideration only for vacancies that have no higher promotion potential.)

Eligible employees must be determined to be well qualified for this position. Well-qualified means an eligible employee possesses the knowledge, skills, and abilities that clearly exceed the minimum qualification requirements for the position.

REASONABLE ACCOMMODATION:

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

VETERANS EMPLOYMENT OPPORTUNITIES ACT (VEOA) OF 1998:

The Veterans Employment Opportunities Act of 1998, as amended by Section 511 of the Veterans Millennium Health Care Act (Pub. Law 106-117), of November 30, 1999, provides that agencies must allow eligible veterans to apply for positions announced under merit promotion procedures when the agency is recruiting from outside its own workforce. A VEOA eligible who competes under merit promotion procedures and is selected will be given a career or career-conditional appointment. Veterans' preference is not a factor in these appointments. *This announcement is recruiting outside the Department of Energy workforce, thus allowing eligible veterans to make application for this position, which is open to current Federal employees. Eligible veterans may apply and receive consideration as if they were current Federal employees, but such veterans will not receive preference in the form of extra points added to their rating. Additional information is available in OPM's Vet Guide, found at: <http://www.opm.gov/veterans/ref.asp>.*

CONTACT:

For further information, you may contact Rutha Williams at 918-595-6619 or e-mail at: Rutha.Williams@swpa.gov.

HOW TO APPLY

Candidates may submit a resume, curriculum vitae, other documents such as an optional Federal employment application or a general employment application form.

A. Your application must contain the information described in the Office of Personnel Management pamphlet, "Applying for a Federal Job," which can be found at Internet web site: <http://www.opm.gov/forms/pdfimage/of0510.pdf>. At a minimum this includes: Announcement number (SW-2006-22), title (Secretary), and grade of position (GS-06, GS-07, or both) on front page of application or resume, your full name, mailing address, telephone numbers, your social security number, country of citizenship, and your work and education background.

B. Additional information/completed forms should be submitted if applicable:

- Most recent copy of your SF-50, Notification of Personnel Action
- Supplemental address of ranking factors (mandatory for consideration)**
- Ethnicity and Race Identification form (SF-181) (optional)

Submission of the form, *Ethnicity and Race Identification*, is voluntary and can be found at Southwestern Power Administration's website at: <http://www.swpa.gov/careers.htm>

Failure to submit requested information/documents may result in non-consideration or a lower rating in the evaluation process. **Applications that do not include the supplemental address of the ranking factors will be considered incomplete and ineligible for consideration.**

IMPORTANT: Applications must be RECEIVED in Southwestern's Human Resources Management Office (address below) ***on or before the closing date***. Hand-delivered or mailed application packages must be received by 5:00 p.m. on the closing date. Application packages which are e-mailed or faxed must be received by midnight on the closing date. Do not send original documents; applications will not be returned. **Applications mailed in Government-franked envelopes or faxed using government fax machines will NOT be accepted.**

Submit complete application package to:

**Southwestern Power Administration
Attn: Rutha Williams, S-6200
One West Third Street
Tulsa, OK 74103**

**E-mail: Rutha.Williams@swpa.gov
Phone: (918) 595-6619
Fax: (918) 595-6656**

This job announcement is only one source of candidates the selecting official can use to fill positions. Management reserves the right to fill more than one position from this announcement within 90 days of the closing date.

THE U.S. DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER.